A NON-REFUNDABLE $10.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

APPLICATIONS PROGRAMMER

NO. 11-324 $48,476 - $53,668

> **NOTICE: Erie County no longer maintains a file of applicant transcripts. Exam applicants must be prepared to provide documentation of educational qualifications (transcript, diploma, etc.) to the hiring agency prior to appointment. Documentation may also be submitted with the exam application.**

RESIDENCE REQUIREMENTS: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY FOR AT LEAST FOUR MONTHS IMMEDIATELY PRECEDING NOVEMBER 17, 2004 AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY AT THE TIME OFAPPOINTMENT. At present there is one vacancy at the Erie County Water Authority.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following requirements on or before November 17, 2004:

a. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in Data Processing or Computer Science and one year of RPG IV programming experience using the Integrated Language Environment (ILE) in an IBM iSeries;

<div align="center">OR</div>

b. Completion of a certified course in computer programming as offered by a New York State approved technical training institute and one year of RPG IV programming experience using the Integrated Language Environment (ILE) in an IBM iSeries;

<div align="center">OR</div>

c. Graduation from high school or possession of a high school equivalency diploma and three years of RPG IV programming experience using the Integrated Language Environment (ILE) in an IBM iSeries;

<div align="center">OR</div>

d. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

NOTE: 1. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting the experience requirements. 2. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

DUTIES: An *Applications Programmer* develops and maintains computer applications by preparing diagrammatic plans and writing computer programs using the RPG IV programming language and the Integrated Language Environment in an IBM iSeries system; works with systems analyst or Manager of Data Processing in meetings with user groups to determine additions to or changes needed in programs and displays; maintains existing database programs by modifying the entry, display and utilization of data records in an on-line environment; designs detailed programs to add to or enhance database entries relating to their display, modification and utilization; designs highly detailed programs within the guidelines of the systems analyst or Manager of Data Processing to enhance the display modification and utilization of database entries; codes programs and changes within the prescribed standards of documentation; verifies accuracy and completeness of programs and program changes by preparing sample data and running it in a test environment; corrects program errors by revising instructions or altering sequences of operations; follows the sites standard cycle of testing and verification to enter a changed or developed program into Production status; maintains run book pages for the use by computer operators in running the database programs; develops detailed user instructions for end users; works with end users, explaining and training them on how to effectively utilize new programs or changes to existing programs; assists and trains the operation staff in the use of changed or developed programs; assists the operation staff in solving problems occurring in the production systems; aids the operations staff during high volume periods or personnel shortages.

<div align="center">A medical examination may be required before appointment.</div>

<div align="center">VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)</div>

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APPLICATIONS MUST BE POSTMARKED BY

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SUBJECT OF EXAMINATION: The examination will consist of two parts: a rated evaluation of training and experience to be conducted on the Internet, and a qualifying PC-administered test. You must pass the evaluation of training and experience in order to take the qualifying PC administered test. You must pass both tests in order to be considered for appointment. Only your rating on the evaluation of training and experience will be considered when computing final scores. Erie County reserves the right to administer the PC-based qualifying test to only those candidates who are reachable for appointment and selected by the appointing authority.

RATED EVALUATION OF TRAINING AND EXPERIENCE: You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:
1.	COMPUTER PROGRAMMING;
2.	USER SUPPORT;
3.	BUSINESS/SYSTEMS ANALYSIS;
4.	WEB SITE DEVELOPMENT.

IMPORTANT: The Training and experience questionnaire will be conducted on the internet. Instructions for completing this questionnaire will be sent to all approved candidates after the last filing date for this examination.

QUALIFYING TESTS:
QUALIFYING MULTIPLE-CHOICE TEST OF LOGICAL REASONING AND INTERPRETING INSTRUCTIONS FOR COMPUTER-RELATED POSITIONS – These questions test for ability to reason logically and interpret instructions in a computer-related context. They cover verbal and quantitative reasoning, flowchart interpretation and applying written directions. The verbal and quantitative reasoning questions include logical implications (e.g., if A and B, then C) and relations (e.g., greater than). Knowledge of addition, subtraction, multiplication and division is necessary, but neither mathematical sophistication nor computational speed is needed. The flowchart interpretation questions require prior knowledge of flowchart conventions. The interpreting instructions questions provide the instructions and specific rules for applying them. All the information needed to answer the questions is presented with the questions.
QUALIFYING SIMULATION TEST ON WORKING EFFECTIVELY WITH OTHERS TO SOLVE JOB-RELATED PROBLEMS – This test requires candidates to assume the role of a staff member in an Information Technology work group who is working with colleagues during a time of change in policy or procedure, in a particular agency. During the test, candidates will be required to deal with obstacles within the working environment, which includes peer relations and the demands of handling multiple tasks. Candidates will be required to demonstrate the ability to be flexible, creative and persistent as a team player. They will also need to demonstrate the ability to cooperate, show initiative, and establish positive working relationships with peers and administrators.
QUALIFYING SIMULATION TEST OF USER SUPPORT AND TRAINING – The test requires candidates to assume the role of a staff member in a Help Desk support unit. Candidates will be presented with a users problem. During the course of handling the problem, candidates will be required to: demonstrate communication skills, apply troubleshooting practices and tools, determine the appropriate level of training needed by the user, and educate the user on the proper use of computers.

WAIVER POLICY FOR QUALIFYING TEST: If a candidate has previously passed an IT qualifying Test prepared by the New York State Department of Civil Service **within the last two years** and using the same test plan as announced, the qualifying test may be waived. A candidate requesting such a waiver must submit verifiable evidence of passing the qualifying test, including the name of the Civil Service agency that administered the test and the test date.

RETEST POLICY: Candidates who fail the qualifying PC-administered test may request one retest by writing to the Erie County Department of Personnel. A waiting period of six months is required before the retest is administered.

NOTICE TO CANDIDATES: Unless otherwise noted candidates are permitted to use a quiet, hand held, solar or battery powered calculator. Devices with typewriter keyboards, "Spell Checkers", " Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

QUALIFYING TEST SCORES MAY BE BANKED AND APPLIED TO
FUTURE EXAMINATIONS FOR TITLES THAT REQUIRE THE SAME TEST PLAN.
INFORMATION FOR CANDIDATES

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin St., Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

Mail your application form when completed to the Erie County Department of Personnel, 95 Franklin St., Buffalo, NY 14202.

Candidates who submit incomplete applications and documentation may be disqualified. The Erie County Department of Personnel reserves the right to reject for lateness or to accept applications filed after the advertised filing period.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application.

Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities.

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

IMPORTANT APPLICATION FEE - READ CAREFULLY
A $10 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with
the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.